

Design Review Comprehensive Sign Program/Heritage Sign Plan or Amendment Administrative

Submit Application Packet

[See Planning Division's Published Project Review Timelines](#)

Administrative Completeness

Follow the checklist provided

Accepted

Returned

1st Review

Missing Information Provided

Accepted

Returned for Corrections

Accepted

Withdraw Submittal

Subsequent Submittals

Accepted

Returned for Corrections

Public Hearing may be required

Notice of Decision

Inactive cases are closed after 180 days

The Planning Manager may refer any application to the Planning Commission / Design Review Board / Redevelopment Commission for action.

PROCESS GUIDE



Design Review Comprehensive Sign Program/Heritage Sign Plan or Amendment Administrative

- **Comprehensive Sign Program:**
 - Required for all projects not located within the Heritage Village Center zoning district and consisting of multi-tenant buildings, non-residential complexes with multiple buildings, or large-scale mixed-use developments;
 - Provides design compatibility for all signs and integrates sign design with the architecture of the buildings;.
 - Sets forth the design standards including, but not limited to sign types, placement, size, design, colors, materials, textures, and method of illumination;.
 - May be approved administratively by Planning staff
- **Heritage Sign Plan:**
 - Sets forth the design standards including, but not limited to sign types, placement, size, design, colors, materials, textures and method of illumination within the Heritage Village Center;
 - May be approved administratively by Planning staff as long as the plan complies with all of the requirements set forth in Article 4.4 Sign Regulations of the Land Development Code;
 - Projecting Roof Signs in the Heritage Village Center require approval at a public hearing of the Redevelopment Commission.
- Amendments to a Comprehensive Sign Program, Heritage Sign Plan or a Master Sign Plan may be approved administratively where such changes have little or no visual impact and are consistent with the intent of the original approval.
- Useful Links on Gilbert's Planning & Development webpage:
 - [Development Fee Schedule](#)
 - [Planning Division Project Review Timelines](#)
 - [General Plan Character Area Map](#)
 - [Zoning and Land Development Code](#)
 - [Zoning Map Noting Overlay Zoning Districts](#)
 - [Commercial Design Guidelines](#)
 - [Industrial/Employment Design Guidelines](#)
 - [Heritage District Design Guidelines](#)
 - [Gateway Streetscape Guidelines](#)
 - [Trail Design Guidelines](#)
 - [Street Theme District Tree Map](#)
 - [Gateway Area Traditional Neighborhood Design Guidelines](#)
 - [Residential Design and Development Guidelines](#)
 - [Engineering Standards](#)

Design Review Comprehensive Sign Program/ Heritage Sign Plan or Amendment Administrative

Submittal Formatting, Required Materials and Checklist:

- ☐ Over the Counter Submittal:
 - ☐ **Submit electronic copy** of ALL required items on checklist. **(No 24" x 36")**
 - ☐ Submit a hard copy (8.5" x 11" or 11" x 17" only) of the entire packet with the electronic copy and payment. **(No 24" x 36")**
 - ☐ **Purge** images of unnecessary blocks and layers (single layer).
 - ☐ **Save each exhibit as a separate PDF per document naming below.**

Document Naming: will need to review what materials will be needed for this submission.

- ☐ Exhibit 1: Application
- ☐ Exhibit 2: Project Narrative
- ☐ Exhibit 3: Parcel/Aerial Map
- ☐ Exhibit 4: Site Plan/Sign Key Map
- ☐ Exhibit 5: Sign Details
- ☐ Exhibit 6: Materials/Color Board
- ☐ Exhibit 7: Letter from Architectural Review Committee, Property Owner's Association/
Home Owner's Association (if applicable)

Checklist

- ☐ **Exhibit 1: Application**
 - ☐ Must be fully completed and signed.
 - ☐ **Exhibit 2: Project Narrative**
 - ☐ Project Narrative should be typed in a 12pt font and no more than 5 pages in length
 - ☐ Describe proposed project;
 - ☐ For an amendment, describe the proposed changes;
 - ☐ Complete description of request addressing the evaluation criteria of placement, quantity, size, design features/materials and development standards.
 - ☐ **Exhibit 3: Parcel /Aerial Map**
 - ☐ Maricopa County Assessor Parcel Map (Highlight project area and provide parcel number (s);
 - ☐ Aerial with Parcel Boundary.
 - ☐ **Exhibit 4: Site Plan/Sign Key Map**
- Wall Mounted Signs**
- ☐ Vicinity Map with the site and major streets noted;
 - ☐ Graphic scale, north arrow, exhibit date;
 - ☐ Project data table: existing zoning on site and net site area;
 - ☐ Building footprints with dimensions from property lines;
 - ☐ Placement of existing and proposed signs;
 - ☐ Location of all site improvements in the vicinity of the proposed signs including retention areas, walls, landscaping, light standards, traffic control devices, electric utility boxes and other signage;
 - ☐ Adjacent lot lines and/or structures within 300 feet;

Freestanding Signs

- ☐ Number of proposed freestanding signs;
- ☐ Placement of existing and proposed freestanding signs indicating required and proposed separation distances;
- ☐ Dimension location of required and proposed building setbacks and required and proposed sign setbacks;
- ☐ Location of all site improvements in the vicinity of the proposed signs including retention areas, walls, landscaping, light standards, traffic control devices, electric utility boxes and other signage;

☐ **Exhibit 5: Sign Details**

Wall Mounted Signs

- ☐ Graphic scale and exterior dimensions of building(s);
- ☐ Number of proposed wall mounted signs;
- ☐ Accurate building elevation showing sign envelope placement including key such as maximum height of signs, maximum dimensions of signs, distance from finished floor to bottom on sign envelope;
- ☐ Method of mounting and illumination;
- ☐ Dimension width of individual suites;
- ☐ Dimensions of signs including sign area calculations and sign area

Freestanding Signs

- ☐ Scale and exterior dimensions of sign including sign area calculation;
- ☐ Number of proposed freestanding signs and height of proposed freestanding signs;
- ☐ Number of sign faces;
- ☐ Method of illumination;
- ☐ Scaled elevations; and
- ☐ Proposed frequency and method of change for changeable message signs

☐ **Exhibit 6: Color and Materials Board**

- ☐ Color & Material Board with samples of materials (including glazing) and colors noting manufacturer name, product ID/Name.

☐ **Exhibit 7: Letter from Architectural Review Committee, Property Owner's Association / Home Owner's Association (if applicable)**

- ☐ Letter from Architectural Review Committee or Property Owner's Association or HOA stating their approval of this project.



Plan Type: Design Review
Work Class: Signs CSP or HSP
Or
CSP/HSP/MSP Amendment Administrative

Description (Proposal Name): _____

Approved File Number: _____

Address or Location: _____

Request: ☐ Comprehensive Sign Program Original ☐ Heritage Sign Plan Original
☐ Comprehensive Sign Program/Heritage Sign Plan Amendment
☐ Master Sign Plan Amendment

Request Summary (briefly describe proposal here and attach a detailed narrative): _____

APN/Tax Parcel Numbers: _____

Gross Net Acres: _____ Zoning: _____

General Plan Character Area: ☐ Santan ☐ Heritage District
(if applicable) ☐ Gateway ☐ Morrison Ranch

Overlay Zoning District: ☐ Santan Freeway Corridor ☐ Phx/Mesa Gateway Airport
☐ Vertical Development

Please answer all that apply:

Are you an existing Gilbert Business? ☐ Yes ☐ No

Are you moving to a new Gilbert location? ☐ Yes ☐ No

Are you expanding your business? ☐ Yes ☐ No

Property Owner: (All information must be provided)

Name (print): _____ E-mail: _____

Address: _____

City, Zip: _____

Phone: _____ ☐ Business ☐ Mobile ☐ Home ☐ Other

Signature*: _____ Date: _____

*If signature is not provided above, a letter of authorization from the property owner is required.

Applicant/Contact: (All information must be provided)

Company: _____

Contact: _____ E-mail: _____

Address: _____

City, Zip: _____

Phone: _____ ☐ Business ☐ Mobile ☐ Home ☐ Other

Signature: _____ Date: _____

Administrative Completeness Review

Staff will review the application to ensure all required documents and information has been included. If required information is missing, applicant will be notified that the application has been rejected until all required information is submitted. If the application is rejected, upon resubmittal, a new Administrative Completeness Review will be conducted. Staff may also determine if the request does not fall under the purview of this application type.

A.R.S. § 9-843. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

Staff Use Only:
Permit Number: _____